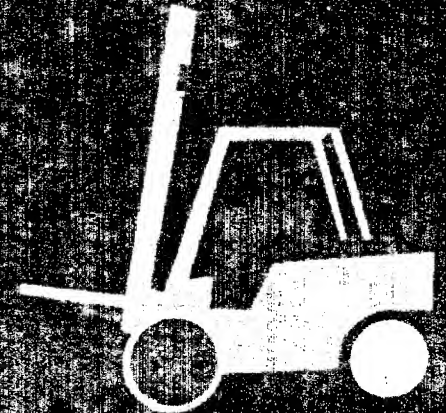




DIRECTORATE FOR TECHNICAL SERVICES AND SUPPORT



CUSTOMER REQUIREMENTS SURVEY

OBJECTIVE: PROJECT NEEDS TO ENSURE
RESPONSIVENESS TO INTELLIGENCE
PRODUCTION



0028201

DIRECTORATE FOR TECHNICAL SERVICES AND SUPPORT

CONSUMER REQUIREMENTS SURVEY

(NOTE: For technical assistance in completing this section please contact the Central Reference Division, RTS-2, on 692-6677.)

REFERENCE SERVICES

1. Do you estimate that your office will need copies of older Intelligence Reports? (Retrospective Retrieval)

☒ no

☐ yes; please estimate your needs:

☐ Greater than 300 per FY. Approximate number? _____

☐ Between 200 and 300 per FY

☐ Between 100 and 200 per FY

☐ Between 50 and 100 per FY

☐ Less than 50 per FY

2. For what percent of intelligence reports (other than initial distribution) Do you estimate that you will want photo attachments or other enclosures if available?

☒ none

☐ yes; please estimate your needs:

☐ Greater than 90%

☐ Between 75% and 90%

☐ Between 50% and 75%

☐ Between 25% and 50%

☐ Less Than 25%

☐ rarely

3. Will your office have requirements for reference documents including intelligence publications, microfiche, periodicals and open source materials. (Do not include initial distribution/dissemination requirements.)

☐ no

☒ yes; please estimate your needs:

☐ Greater than 300 per FY approximate number _____

☐ Between 200 and 300 per FY

☒ Between 100 and 200 per FY

☐ Between 50 and 100 per FY

☐ Between 10 and 50 per FY

☐ Less than 10 per FY

4. Do you believe that your office will sponsor contractor personnel who will have need to use the library (in person or by document requests)?

☐ none anticipated

☒ yes. How many contractor personnel _____. Of these _____ will be assigned to work in the library space physically? UNKNOWN

5. Will your office request library personnel to research classified (DIAOLS/SAFE) or unclassified (commercial) data bases?

☐ no

☒ yes; please estimate your needs:

☐ Greater than 30 times per FY

☒ Between 10 and 30 times per FY

☐ Less than 10 times per FY

6. Do you estimate that your office will be a separate customer account for intelligence products and register requirements for specific types of information.

☐ no

☒ yes; please estimate your needs:

☒ one account

☐ accounts

7. Would you expect additional or new customers not currently receiving DIA products to be generated as a result of establishment of your office?

☒ no

☐ yes; how many? _____

8. Do you anticipate use of translation services? (Answer A or B whichever is easier)

no

_____yes; please estimate your needs using A or B whichever is easier.

A. _____ Greater than 50,000 words per FY
 _____ Between 25,000 words and 50,000 words per FY
 _____ Between 10,000 words and 25,000 words per FY
 _____ Less than 5,000 words per FY

B. _____ Greater than 1000 pages per FY
 _____ Between 500 and 1000 pages per FY
 _____ Between 100 and 500 pages per FY
 _____ Less than 100 pages per FY

What Languages?

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(NOTE: For technical assistance in completing this section, please contact the Photographic Products and Technical Services Division, RTS-3, on 695-1020.)

PHOTOGRAPHIC SERVICES

1. Will establishment of this project/program require new imagery collection?
☒ no (please go to question 7)
☐ yes (please go to question 2)
2. What types of additional Imagery do you believe your office will generate? (check as many as apply)
☐ Aerial Film - Color (go to question 3)
☐ Aerial Film - Black and White (go to question 4)
☐ Handheld - Color (go to question 5)
☐ Handheld - Black and White (go to question 6)
☐ SCI Imagery
3. Aerial Film - Color
A. What percent do you believe will arrive in DIA:
☐ undeveloped
☐ developed

B. How many rolls do you estimate?

____ Greater than 200 approximate number? ____
____ Between 150 and 200
____ Between 100 and 150
____ Between 50 and 100
____ Between 25 and 50
____ Less than 25

Can you give us the spool size?

____ 250 feet
____ 500 feet
____ Other

4. Aerial Film (Black and White)

A. What percent do you believe will arrive in DIA:

____ undeveloped
____ developed

B. How many rolls do you estimate per FY?

____ Greater than 200 approximate number? ____
____ Between 150 and 200
____ Between 100 and 150
____ Between 50 and 100
____ Between 25 and 50
____ Less than 25

Can you give us the spool size?

____ 250 feet
____ 500 feet
____ Other

5. Handheld - Color

A. What percent do you believe will arrive in DIA:

_____undeveloped

_____developed

B. How many rolls do you estimate per FY?

_____Greater than 200 approximate number? _____

_____Between 150 and 200

_____Between 100 and 200

_____Between 50 and 100

_____Between 25 and 50

_____Less than 25

6. Handheld (Black and White)

A. What percent do you believe will arrive in DIA:

_____undeveloped

_____developed

B. How many rolls do you estimate per FY?

_____ Greater than 200 approximate number? _____

_____ Between 150 and 200

_____ Between 100 and 150

_____ Between 50 and 100

_____ Between 25 and 50

_____ Less than 25

7. Do you believe your office will need finished Photographic Products?

☒ no

_____ yes; please check as many as apply and complete the appropriate sections.

_____ Selected Enlargements from SCI Imagery (go to question 8)

_____ Whole Roll Duplicate Positives from Aerial Negatives (go to question 9)

_____ Selected Frames of Duplicate positives (go to question 10)

_____ 35MM Color Slides (go to question 11)

_____ Color Prints (go to question 12)

_____ Selected Intelligence Report Photo Attachments (excluding initial distribution) (go to question 13)

_____ Other (describe)

_____ None (go to question 14)

8. SCI Enlargements

____ Greater than 500 per FY Approximate number? ____
____ Between 400 and 500 per FY
____ Between 300 and 400 per FY
____ Between 200 and 300 per FY
____ Between 100 and 200 per FY
____ Between 50 and 100 per FY
____ Less than 50 per FY

9. Whole Roll Duplicate Positives From Aerial Negatives

____ Greater than 200 rolls per FY Approximate number? ____
____ Between 150 and 200 Rolls per FY
____ Between 100 and 150 Rolls per FY
____ Between 50 and 100 Rolls per FY
____ Between 25 and 50 Rolls per FY
____ Less than 25 Rolls per FY

10. Selected Frames of Duplicate Positives.

____ Greater than 500 per FY Approximate number? ____
____ Between 400 and 500 per FY
____ Between 300 and 400 per FY
____ Between 200 and 300 per FY
____ Between 100 and 200 per FY
____ Between 50 and 100 per FY
____ Less than 50 per FY

11. 35MM Color Slides.

____ Greater than 500 per FY Approximate number? ____
____ Between 400 and 500 per FY
____ Between 300 and 400 per FY
____ Between 200 and 300 per FY
____ Between 100 and 200 per FY
____ Between 50 and 100 per FY
____ Less than 50 per FY

12. Color Prints

____ Greater than 500 per FY Approximate number? ____
____ Between 400 and 500 per FY
____ Between 300 and 400 per FY
____ Between 200 and 300 per FY
____ Between 100 and 200 per FY
____ Between 50 and 100 per FY
____ Less than 50 per FY

13. Selected Intelligence Report Photo Attachments

____ Greater than 500 per FY Approximate number? ____
____ Between 400 and 500 per FY
____ Between 300 and 400 per FY
____ Between 200 and 300 per FY
____ Between 100 and 200 per FY
____ Between 50 and 100 per FY
____ Less than 50 per FY

14. Do you believe that your office will be requesting searches for Aerial Photo Coverage of Geographic Points/Areas?

☐ no

☒ yes; please complete A and/or B as appropriate.

A. Search and Computer Print-out only of Geographic Points/Areas

☐ Greater than 100 per FY Approximate number of requests? ☐
☐ Between 50 and 100 per FY
☒ Between 25 and 50 per FY
☐ Less than 25 per FY
☐ None

B. Search, Selection, and Photo Products

☐ Greater than 100 per FY Approximate number of requests? ☐
☐ Between 50 and 100 per FY
☐ Between 25 and 50 per FY
☐ Less than 25 per FY
☐ None

15. Do you estimate that you will need a photographer for ceremonies, awards or retirements/
_____ no

☒ yes; please estimate your need:

_____ Greater than 50 per FY Approximate number? _____

_____ Greater than 30 and less than 50 per FY

_____ Greater than 10 and less than 30 per FY

☒ Less than 10 per FY

(NOTE: For technical assistance in completing this section please contact the Publication and Presentation Division, RTS-5, on 692-5936.)

PRESENTATION AND BRIEFING AIDS

1. Do you believe that your office will need briefing aids?
 _____ no
☒ yes; please estimate what percent of your need would be in each of the following formats:
 50% 35MM Slides
 50% Vu-graphs
 % Briefing Boards
 % Television/video tapes
 % Artist's Renderings

2. Do you estimate that your briefing aid requirements per FY would be:
 _____ Greater than 5000 per FY. Approx. No.? _____ Between 300 and 500 per FY
 _____ Between 3000 and 5000 per FY
 _____ Between 1000 and 3000 per FY
 _____ Between 500 and 1000 per FY
 ☒ Less than 100 per FY
 _____ None

NOTE: For technical assistance in completing this section please contact the Publication and Presentation Division, RTS-5, on 692-5936.)

PUBLICATIONS AND PRINTING

1. Do you believe that your organization will publish?
☐ no
☐ yes; please check as many as apply.
☐ New recurring Intelligence Publications
☐ Non-Recurring or 1-Time Intelligence Publications
☐ New Recurring Non-Intelligence Publications (e.g. manuals, instructions, etc.)
☐ Non-Recurring or 1-Time Non-Intelligence Publications
2. Could you estimate how many total new publications/issues per FY?
☐ Greater than 200 approximate number? ☐
☐ Between 150 and 200
☐ Between 100 and 150
☐ Between 50 and 100
☐ Between 25 and 50
☐ Between 10 and 25
☒ Between 1 and 10

3. Do you believe that your text will be supported by:

☒ Photographs

☒ Maps

☒ Tables, charts or other business graphics

4. Do you believe that multi-color printing will be required?

☒ no

☐ yes; how many colors? _____

5. Can you provide more detail? If so, please complete A or B.

A. Fill in for each new publication:

()	X ()	X ()	
Avg pages per issue	# of issues per FY		Number of copies/customers
()	X ()	X ()	
Avg pages per issue	# of issues per FY		Number of copies/customers

()	X ()	X ()	
Avg pages per issue	# of issues per FY	Number of copies/customers	
()	X ()	X ()	
Avg pages per issue	# of issues per FY	Number of copies/customers	
()	X ()	X ()	
Avg pages per issue	# of issues per FY	Number of copies/customers	

OR

B. Approximate/Ballpark number of pages per FY (check one)

- ☐ 1000
- ☐ 5000
- ☐ 10,000
- ☐ 25,000
- ☐ 50,000
- ☐ 100,000
- ☐ 500,000
- ☐ 750,000
- ☐ 1,000,000

can you be more specific? _____

6. Do you believe that your publications will be listed in the Defense Intelligence Production Schedule (DIPS)?

☐ yes

☒ no

7. Do you believe that your office will need dissemination lists of customers who have a requirement for products on your subjects?

☒ no

☐ yes:

☐ Greater than 10 per year (approximate number)

☐ 1-10 per year

8. Do you project publishing Agency-wide memorandums, announcements, or DIA Bulletin Items?

☒ no

☐ yes; please complete as follows:

☐ Regularly more than 25 per year--approximately how many?

☐ Limited (11-25 per FY)

☐ Occasionally (Less than 10 per FY)

(NOTE: For technical assistance in completing this section please contact the Logistics and Engineering Services Division, RTS-6, on 695-9458.)

LOGISTICS AND ENGINEERING SERVICES

1. Do you expect members of your office to travel?

no

☒ yes; please complete the following:

A. Travellers per FY. (Example: 1 person making 3 trips is 3 travelers)

Greater than 250 give approximate number?

Between 150 and 250

☒ Between 50 and 150

Between 25 and 50

Between 10 and 25

Between 1 and 10

C. How many different travel orders do you estimate that these "travelers" will need? (Example: 5 people going to same destination at same time are on 1 travel order) 50

B. Percent of travelers traveling abroad

Greater than 75%

Between 50% and 75%

Between 25% and 50%

Between 10% and 25%

☒ Between 1% and 10%

None

2. Do you believe your office will have any moves? (Other than to the DIAC)

☒ no

yes, from where to where? _____

3. Do you anticipate any office construction/remodelling/painting or do you need any special space or location? (e.g. special space for computers or need to be close to some other office)

☒ no

yes describe: _____

4. Are you acquiring additional equipment, furniture on other nonexpendable property in the next 12 months?

☐ no

yes; please complete the following:

Greater than 200 items approximate number? _____

Between 100 and 200 items approximate number? _____

Between 50 and 100 items approximate number? _____

☒ Less than 50 items

(NOTE: For technical assistance in completing this section please contact the Administrative and Management Services Division, RTS-1, on 695-1040.)

5. Do you have a copier?

☐ no, we use one in another office and are satisfied.

☒ no we need our own because: (volume, security and/or timeliness factors): Geographical Separation/Security

☐ yes What brand/model? _____

Monthly number of copies expected? 2 m

6. Do you anticipate Word Processor Requirements?

☐ no

☒ yes, have a representative contact us.

7. Do you believe that your office will have any special, unusual or large supply requirements?

☒ no

☐ yes, describe briefly _____